

Career Management for the Cost Analysts

## CP-11 and Acquisition Workforce



ODASA-CE

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# Introduction

## General

The purpose of the Army Civilian Training, Education, and Development System (ACTEDS) is to provide for the systematic training and development of Army career civilians from intern to senior managerial and executive levels. This Comptroller Civilian Career Program (CP 11) ACTEDS Plan outlines sequential and progressive training in the Comptroller functional specialties and in leadership, supervision, and managerial development. It also provides general information and guidance on management of the Comptroller Civilian Career Program, career progression ladders, key positions, and mobility requirements in CP 11.

# Comptroller Civilian Career Program Overview

## Functional Specialties

The Comptroller Civilian Career Program (CP 11) covers professional and administrative positions in a variety of financial and resource management related functional specialties. Principally among these are the following (by specialty and principal job series):

Multi-Disciplined Financial Analyst*	501
Accounting	510
Auditing	511
Operations Research (Cost Analysis)	1515

(\*The GS-301, GS-343, GS-501, GS-505, GS-560 series are contained in the emerging Multi-Disciplined Financial Analyst series group designation of GS-501.)

# Career Planning

## CP-11 ACTEDS Plan

The Comptroller Civilian Career Program (CP) 11 ACTEDS Plan outlines sequential and progressive training in the Comptroller functional specialties, leadership, supervision, and managerial development. It also provides general information and guidance on management of the Comptroller Civilian Career Program, career progression ladders, and potential key positions and mobility requirements.

## CP-11 Levels of Accreditation

- Level I:**

Performs fundamental, basic, and routine activities while gaining subject matter expertise. Generally works in close relation with a team leader or supervisor.

- Level II:**

Functions independently and applies knowledge and experience to a variety of complex situations. Works with minimal guidance and direction from a team leader or supervisor.

- Level III:**

Serves as senior specialist/analyst, team leader, or supervisor. A recognized expert with broad scope of responsibility and high visibility.

- Level IV:**

Has executive responsibility for installation, and directorate and/or agency-level policy and implementation.

## CP-11 Levels of Accreditation

### Level - I Cost Analyst

- Bachelors Degree - Recommended
  - Planning, Programming, Budgeting, and Execution System (PPBES)
  - Fiscal Law Course
  - 1 Analysis Course
  - 1 Cost Analysis Course
  - 1 Non-Cost Analysis Course
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- 1 course in Leadership and Organizational Management
  - 2 Performance Enhancing Job Experiences

## CP-11 Levels of Accreditation

### Level – II Cost Analyst

- Bachelors Degree - Recommended
  - Masters Degree (Enrolled in Program) - Recommended
  - Professional Certification (Working Toward) - Recommended
  - 1 Cost Analysis Course
  - 1 Non-Cost Analysis Course
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- 1 course in Leadership and Organizational Management
  - 2 Performance Enhancing Job Experiences

## CP-11 Levels of Accreditation

### Level - III Cost Analyst

- Bachelors Degree - Recommended
  - Masters Degree - Recommended
  - Professional Certification - Recommended
  - 1 Cost Analysis Course
  - 1 Non-Cost Analysis Course
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- 1 course in Leadership and Organizational Management
  - 2 Performance Enhancing Job Experiences



## CP-11 Levels of Accreditation

### Level - IV Cost Analyst

- Bachelors Degree - Recommended
- Masters Degree - Recommended
- Professional Certification - Recommended
- 2 courses in Leadership and Organizational Management
- 1 Performance Enhancing Job Experience

## Acquisition Career Fields

The Acquisition Workforce is made up of individuals who perform work throughout the life cycle of a weapon/information system; i.e., cradle-to-grave. The Army participates in 12 functional career fields in the AL&T Workforce:

- Program Management
- Contracting
- Industrial/Contract Property Management
- Purchasing
- Manufacturing, Production and Quality Assurance
- **Business, Cost Estimating and Financial Management**
- Life Cycle Logistics
- Information Technology
- Systems Planning, Research, Development and Engineering
- Test and Evaluation
- Science and Technology Management
- Facilities Engineering

# Standards for Certification in Acquisition Career Fields Business, Cost Estimating, and Financial Management

## ***LEVEL I:***

### **EDUCATION:**

(Desired) Baccalaureate degree

### **EXPERIENCE:**

1 year of acquisition experience in business, cost estimating, or financial management

### **TRAINING:**

**ACQ 101** Fundamentals of Systems Acquisition Management [BU5]

**Complete two** of the following courses:

**BCF 101** Fundamentals of Cost Analysis [Q1A]

**BCF 102** Fundamentals of Earned Value Management [Q1B]

**BCF 103** Fundamentals of Business Financial Management [PGC]

## Standards for Certification in Acquisition Career Fields Business, Cost Estimating, and Financial Management

### **LEVEL II:**

#### **EDUCATION:**

(Desired) Baccalaureate Degree

#### **EXPERIENCE:**

2 years of acquisition experience in business, cost estimating, or financial management

**(Desired)** An additional 2 years of experience in business, cost estimating, and financial Management

#### **TRAINING:**

**ACQ 201** Intermediate Systems Acquisition [JHA]

**BCF 205** Contractor Finance for Acquisition Managers [Q2A]

**Complete ONE** of the following courses (not previously taken at Level I):

**BCF 101** Fundamentals of Cost Analysis [Q1A]

**BCF 102** Fundamentals of Earned Value Management [Q1B]

**BCF 103** Fundamentals of Business Financial Management [PGC]

**Complete ONE** of the following courses (related to specific job duties):

**BCF 203** Intermediate Earned Value Management [Q2G]

**BCF 204** Intermediate Cost Analysis [Q2B]

**BCF 211** Acquisition Business Management [PGD]

## Standards for Certification in Acquisition Career Fields Business, Cost Estimating, and Financial Management

### ***LEVEL III:***

#### **EDUCATION:**

**(Desired)** Baccalaureate degree with 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management

**(Desired)** Master's degree

#### **EXPERIENCE:**

**4 years** of acquisition experience in business, cost estimating, or financial management

**(Desired)** An additional 4 years of acquisition experience in business, cost estimating, or financial management

#### **TRAINING:**

**BCF 301** Business, Cost Estimating, and Financial Management Workshop [BZF] <sup>13</sup>

## References

### CP-11:

- <http://www.asafm.army.mil/proponency/acpo.asp>

- **Acquisition Workforce:**

- <http://www.dau.mil/catalog/cat2003/AppendixB.pdf>
- [http://asc.army.mil/docs/pubs/cm/cm\\_handbook.pdf](http://asc.army.mil/docs/pubs/cm/cm_handbook.pdf)
- <http://asc.army.mil/>

- **STATUTORY/REGULATORY GUIDANCE:**

- Public Law 101-510, Title XIII, 10 U.S.C. 1701-1764, National Defense Authorization Act for 1991
- DOD Instruction 5000.58, Defense Acquisition Workforce
- DOD Directive 5000.52, Career Development Program for Acquisition Personnel
- DOD 5000.52-M, Defense Acquisition Education, Training and Career Development Program
- DOD Instruction 5000.55, Report Management Information
- AR 70-1, Army Acquisition Policy
- PAM 70-3, Army Acquisition Procedures

These documents may be accessed at <http://www.deskbook.osd.mil/>.

## **CP-11 Accreditations Questions / Discussion**

For CP-11 Accreditation, we were told that because CECOM is an Acquisition Command, that we must use the Acquisition Corps "route" on the Accreditation Matrix in order to apply for accreditation. The problem is that many of our senior analysts were "grand fathered" into the Acquisition Corps so they didn't have to take the acquisition courses. This would force senior analysts to take these courses, whereas if they applied for Accreditation under the Cost Analysis route, they would probably already qualify since it only requires 3 Cost Analysis courses (and 3 non-cost analysis courses) for level IV accreditation. Since there is already a certification process for Acquisition Corps, the CP-11 accreditation should be used to certify people in their job series. If this is another Acquisition Corps certification, it should accept those who were grand fathered in to the Acquisition Corps.

## CP-11 Accreditations Questions / Discussion

CP-11 grants levels of Accreditation. The requirement for each level of Accreditation is provided in great detail in the ACTEDS.

CP-11 **Accreditation** is a method of **granting credit** for professional development. Credit is given for courses taken, On The Job training, job assignments, developmental assignments, and other activities the supervisor determines is worthy of professional credit.

CP-11 is simply a means for the analyst to keep abreast/current within his/her discipline (cost analysis, accounting, auditing, budget, etc.) and receive credit for such learning.

**CP-11 levels of Accreditation are left to the supervisor to grant to the analyst.** ACTEDS states what is required to attain each level of Accreditation, and it is the supervisor who determines whether or not those requirements are met.

Many of the CP-11 requirements can be applied in satisfying the requirements for the Acquisition levels of **Certification**.



## CP-11 Accreditations Questions / Discussion

On the other hand, Acquisition Certification is a Statutory requirement (TITLE 10 , Subtitle A , PART II , CHAPTER 87 , SUBCHAPTER III , Sec. 1735.).

Those persons who have been granted membership into the Acquisition Corps are Acquisition Corps members. Period. Regardless of when or how they were membered (grandfathered or otherwise). Acquisition Corps members are simply required to maintain 80 hours of Continuous Learning Points (CLP) within a 2 year period. This is to ensure their Certification is current. CLP can be obtained from attending workshops, conferences, seminars, conducting workshops, conferences or seminars; taking approved courses (not exotic cooking or the like), but courses that are related to the category of Certification the analyst is seeking or maintaining. Again, the requirements for each level and category of Acquisition Certification are clearly stated in the Acquisition Workforce Handbook, as well as, the Acquisition Corps Handbook.

Now, to address the concern. A person who is an Acquisition Corps member (meaning they are Certified at Level III for their specific Acquisition category) does not have to take additional courses for CP-11 Accreditation. If however, the person is seeking CP-11 Accreditation in a category different from their Acquisition category, they must then meet the requirements stated for the desired CP-11 Accreditation category. Requirements that are the same do not have to be repeated.